

Integrated Financial Management Program

Core Financial

Course Name: Customer and Account Management

Module 2: Reimbursable Processing

Course Guide



National Aeronautics and Space Administration

Introduction

This trainer guide serves as the foundation for delivering training. It provides information for the trainer to share with end-users during the course conduct.

Course Structure

This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

Module Significance

End-users will learn how to create billing requests, and process billing due lists. Additionally, end-users will learn how to liquidate down payments and execute the bill generation process.

Module Structure

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: All costs for the period have been recorded and the billing requests have been created. Run the billing due list for the period.

Demonstration

Trainer shows end-users how to perform the business activity in SAP.

Exercise

End-users practice the activity in the SAP training database.

Agenda

- Introduction 0:10 hr
- Background Knowledge 0:10 hr
- Topic 1: Run Preliminary Billing Register Report 0:40 hr
 - Activity 1: Run Preliminary Billing Register Report 0:20 hr
- Topic 2: Billing Processes –1:00 hr
 - Activity 1: Create Billing Request 0:30 hr
 - Activity 2: Run Billing Due List 0:10 hr
 - Run Reimbursable Report from Project Systems 0:20 hr
- Topic 3: Liquidate Down Payment and Bill Generation 1:00hr
 - Liquidate Down Payment 0:50 hr
- Topic 4: Initiate IPAC Process 0:40hr
- Course Summary 0:20 hr
- Total 4:00 hrs